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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 4310.1**

Effective Date: March 16,  
1999

Expiration Date: March 16,  
2011

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## **Subject: Identification and Disposition of NASA Artifacts (Revalidated w/Change 2 1/31/06)**

**Responsible Office: Logistics Management Division**

| [TOC](#) | [Change\\_History](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) | [AppendixB](#) | [ALL](#) |

## **Chapter 2. Responsibilities**

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### **2.1 NASA Artifacts Committee**

The NASA Artifacts Committee, an internal Headquarters staff composed of full-time Federal employees, is hereby continued in effect as being necessary and in the public interest.

2.1.1. The NASA Artifacts Committee is responsible for general NASA policies regarding the identification and disposal of artifacts and for routine review of screening and reporting procedures.

2.1.2. The committee will review and approve the exhibition of major artifacts at NASA Centers, act on competing requests for artifacts within NASA, and request the return to NASA of artifacts transferred to the NASM for further technical use.

2.1.3. The membership of the NASA Artifacts Committee is set forth in Appendix B. The committee will meet as required, but not less than once each year, to review artifact processing and the previous year's activities.

2.1.4. The committee Chairperson is delegated the authority to execute the committee functions described above, with the advice of the full committee. The Chairperson will keep the NASA Administrator informed of significant actions, issues, or other matters related to NASA artifacts.

### **2.2. The Assistant Administrator for Public Affairs**

The Assistant Administrator for Public Affairs is responsible for establishing policy and procedures for the exhibition of artifacts and will chair the NASA Artifacts Committee.

### **2.3. The Assistant Administrator for Infrastructure and Administration**

The Assistant Administrator for Infrastructure and Administration is responsible for the transfer and accounting of artifacts and will act as the primary contact for artifact materials management and reporting to the NASM and the General Services Administration.

2.3.1. The Logistics Management Division will provide advice and guidance to NASA Centers on the handling, reporting, and transfer of artifacts. The Director is also responsible for the coordination of activities attendant to decisions regarding specific artifacts made by the NASA Artifacts Committee.

### **2.4. Mission Directorate Associate Administrators**

Mission Directorate Associate Administrators are responsible for ensuring compliance with NASA policy regarding the identification, administration, and transfer of artifacts. They are also responsible for providing Enterprise specific policy and guidelines.

## 2.5. Center Directors

Center Directors will ensure that adequate processes and controls are in effect to identify, control, transfer, and report artifacts at their respective Centers or in the possession of contractors supporting their Centers.

2.5.1. Center Property Disposal Officers will screen potential artifacts in accordance with the procedures and guidance contained herein. They will also control, transfer, and report artifacts in accordance with subparagraphs P.4.1. through P.4.5.

| [TOC](#) | [Change\\_History](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) |  
[AppendixB](#) | [ALL](#) |

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